

Early Learning and Childcare Facility Inspection Report

Type of Inspection:
Renewal Inspection

Pursuant to section 21 of the *Early Childhood Services Act*, operators of licensed early learning and childcare facilities must post their most recent inspection report in a clearly visible and prominent place in the facility.

| | | |
|--|---------------------------|---|
| Name of operator The Boys & Girls Club of Saint John, Inc. | Licence Number 2020078 | Inspection Date October 18, 2021 |
| Facility Name Belleisle After School Program Saint John Boys & Girls Club | | Telephone Number (506) 634-2011 |
| Address 1775 route 124 Springfield NB E5T 2K1 | | |
| Name of Early Learning and Childcare Licensing Staff Lisa Green | | Position Title Quality Assurance Monitor |

| Order for Compliance | Regulation | Date to be corrected | Date corrected |
|---|---------------|----------------------|----------------|
| 21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child. | 21 | Nov 12, 2021 | |
| Comments: Evidence of children's learning or interests not present in the environment. Discussed with staff onsite requirements to plan and document activities and interests of the children. Discussed planning forms as a way to document as well as photos of children engaged in activities to meet this requirement. Materials should be available in each interest area and Invitations should be set up ahead of children's arrival to invite engagement and play based on their interests. | | | |
| 24(1) For the purposes of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility: (b) child records that include: (i) the child's name, address, birth date and Medicare number, | 24(1)(b)(i) | Nov 12, 2021 | |
| Comments: Random review of child files. Medicare number missing for one child. | | | |
| 24(1) For the purposes of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility: (b) child records that include: (ii) the name, address and telephone number of the child's medical practitioner. | 24(1)(b)(ii) | Nov 12, 2021 | |
| Comments: Random review of child files. Medical practitioner information missing for numerous files. | | | |
| 24(1) For the purposes of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility: (b) child records that include: (iv) the name, address and telephone number of at least two individuals authorized by the child's parent or guardian to pick up the child and to be contacted in case of an emergency if the parent or guardian cannot be reached, | 24(1)(b)(iv) | Nov 12, 2021 | |
| Comments: Random review of child files. Emergency contact listed was for parent. These must be two other contacts that does not include the parent. | | | |
| 24(1) For the purposes of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility: (b) child records that include: (vii) documentary evidence of the child's learning. | 24(1)(b)(vii) | Nov 12, 2021 | |
| Comments: Evidence of children's interests and learning not present. Discussed with educator onsite to include children's art work, writing, photos, etc. in the learning environment and maintaining a binder or folder of activities children have participated in. | | | |

| Order for Compliance | Regulation | Date to be corrected | Date corrected |
|--|------------|----------------------|----------------|
| 24(1) For the purposes of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility: (g) attendance records of staff members. | 24(1)(g) | Oct 07, 2021 | |
| Comments: Attendance records of staff not present. As discussed, staff are to add their names to the bottom of the weekly Attendance record and sign in and out on arrival and departure. | | | |
| 25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (c) instructions regarding evacuation in case of a fire as approved by the fire marshal, deputy fire marshal or fire prevention officer. | 25(c) | Oct 07, 2021 | |
| Comments: Written evacuation procedure not posted at exit. | | | |
| 27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (c) permitting the administration of medication in the circumstances set out in section 46. | 27(c) | Nov 12, 2021 | |
| Comments: Random review of child files. Consent form missing from numerous child files. | | | |
| 27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (d) permitting the administration of emergency care to the child. | 27(d) | Nov 12, 2021 | |
| Comments: Random review of child files. Consent form missing from numerous child files. | | | |
| 27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (f) permitting the child to participate in an outing. | 27(f) | Nov 12, 2021 | |
| Comments: Random review of child files. Consent form missing from numerous child files. | | | |
| 27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (g) transporting or providing for the transportation of the child. | 27(g) | Nov 12, 2021 | |
| Comments: Random review of child files. Consent form missing from numerous child files. | | | |
| 27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (h) permitting the child to participate in testing or research projects. | 27(h) | Nov 12, 2021 | |
| Comments: Random review of child files. Consent form missing from numerous child files. | | | |
| 27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (i) releasing information about the child to an outside organization. | 27(i) | Nov 12, 2021 | |
| Comments: Random review of child files. Consent form missing from numerous child files. | | | |
| 27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (j) permitting photographs and videos to be taken of the child for publication or social media. | 27(j) | Nov 12, 2021 | |
| Comments: Random review of child files. Consent form missing from numerous child files. | | | |
| 27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (k) posting photographs of the child at the licensed facility to illustrate the child's learning. | 27(k) | Nov 12, 2021 | |
| Comments: Random review of child files. Consent form missing from numerous child files. | | | |
| 31(3) An operator shall maintain the outdoor play area of a licensed facility to ensure the safety of the children. | 31(3) | Nov 12, 2021 | |

| Order for Compliance | Regulation | Date to be corrected | Date corrected |
|---|-----------------|----------------------|----------------|
| <p>Comments: Metal play structures in upper and lower play area has peeling paint and rusted areas. A work order is to be submitted requesting painting of the play structures. Children cannot use the structures until they are repaired.</p> | | | |
| <p>32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (a) varied and in sufficient quantity for the number and ages of the children receiving services at the licensed facility.</p> | <p>32(1)(a)</p> | <p>Nov 12, 2021</p> | |
| <p>Comments: Creative art materials lacking. Creative art materials include but are not limited to: Paper of various sizes and textures, as well as collage materials such as jewels, buttons, feathers, twigs, pebbles, shells, pine cones, fabric, felt, yarn, string, etc.</p> | | | |
| <p>33(2) Stationary equipment in the outdoor play area shall be surrounded by a protective surfacing and installed according to the manufacturer's instructions.</p> | <p>33(2)</p> | <p>Nov 12, 2021</p> | |
| <p>Comments: Areas under swings and newer play structure do not meet the requirement for depth of surfacing. These areas are to be raked to ensure proper depths are maintained.</p> | | | |
| <p>39(2) A licensed facility shall have a separate locked storage space that is inaccessible to the children for each of the following: (a) toxic products, chemical products and cleaning supplies;</p> | <p>39(2)(a)</p> | <p>Oct 07, 2021</p> | |
| <p>Comments: Cupboard with toxic products unlocked while children were present in the play environment. Toxic, chemical and cleaning products are to be kept locked and inaccessible to children.</p> | | | |

General Comments

Renewal inspection completed today. Children were engaged in play in the indoor environment with playdough, perler beads, and dolls. Before beginning to prepare for outdoor play. Educators were observed engaging with children and participating in their play.

Discussed setting up the indoor environment to be welcoming and inviting for the children each day. Educators should spend time identifying children's interests and using that knowledge to create invitations, set up interest centres and plan their program. Topics of interest should be easily identified in the materials and documentation in the room. Review section 7 and Appendix 24 of the Operator Manual for more information on programming and materials for school-age children.

As discussed during inspection, Incident logs are not kept in individual child files, but are to be filed chronologically by date in a folder or binder so that information is easily accessible.

Ensure children's files contain the most recent and complete child profile/ registration forms rather than multiple copies of forms with incomplete information.

original signed by
Lisa Green

Signature of Early Learning and Childcare Licensing Staff

October 18, 2021

Date

original signed by
Nick Rouse

Signature of Operator/Designate

October 18, 2021

Date